

FIRE OFFICER IV

The certification to this level will require the following:

- Step 1- Fulfill the examination entrance criteria
- Step 2- Submission and acceptance of an application, Fire Officer Prerequisite form, all accompanying documentation and fee by the deadline date.
- Step 3- Successful completion of a written examination.

STEP ONE- EXAMINATION ENTRANCE CRITERIA

Examination entrance criteria for this level is the following:

- 1- At least 18 years of age at the time of the examination.
- 2- Possess a high school diploma or GED at the time of the examination.
- 3- Be a member of the Massachusetts fire service.
- 4- Proof of successful completion of the Massachusetts Firefighting Academy's "Chief Fire Officer Management Training Program" (CFOMTP) after January 1, 1990.
- 4- Prerequisites...
 - **Firefighters and Fire Officers** must be certified to the level of Fire Officer III and Fire Instructor II by the Massachusetts Fire Training Council.
 - **Chief Fire Officers** appointed on or after January 1, 2008 must be certified to the level of Fire Officer III and Fire Instructor II by the Massachusetts Fire Training Council.
 - **Chief Fire Officers** appointed prior to January 1, 2008 and serving in that officer rank at the time of application must submit the "Fire Officer Prerequisite" form completed by the Chief of Department.

A certificate from the National Board on Fire Service Professional Qualifications, Inc. or the International Fire Service Accreditation Congress may also be utilized to fulfill these examination prerequisites.

STEP TWO- APPLICATION PROCEDURE

The application, "Fire Officer Prerequisite" form, if applicable, accompanying documentation, and fee must be submitted and received at the Massachusetts Firefighting Academy no later than the deadline date noted in the examination schedule. The fee must be in the form of a personal check, bank draft, money order, municipal check, or municipal purchase order made to the order of the Massachusetts Firefighting Academy Trust Fund. All others will be rejected. Upon acceptance, the candidate will be assigned to the examination date requested on the application. All applicants will be notified by mail and if accepted will be supplied with all examination procedures.

STEP THREE- WRITTEN EXAMINATION

This section will consist of 100 multiple choice questions given in a 120 minute period designed to examine the knowledge of basic skills required by NFPA Standard 1021 for Fire Officer III, 2003 edition, in the following subject areas: General, Human Resource Management, Community and Government Relations, Administration, Emergency Service Delivery, and Health & Safety.

The reference materials from which the questions for this written examination will be drawn is the following manuals.

IFSTA, Chief Officer, 2nd Edition
National Incident Management System, Principles and Practice, 1st Edition, Jones and Bartlett

SAMPLE QUESTIONS

The following are sample questions to represent most of the **type** of questions a candidate will be asked to answer during the written examination.

1. For a candidate for this level of certification to be successful, he or she must do the following.
 - A. Take the examination process seriously.
 - B. Read all documentation carefully.
 - C. Study all references and applicable skill sheets closely.
 - D. All of the above.
2. This leadership style has a moderate concern for production and for people?
 - A. Single-issue.
 - B. Middle-of-the-road.
 - C. Direct-issue.
 - D. Bureaucratic.
3. Long-range plans and goals...
 - A. extend for periods of time up to twenty years.
 - B. attempt to anticipate how the department will best serve the community.
 - C. Both A and B
 - D. might indicate the need for a new fire station within six months.
4. A method of solving problems is called the...
 - A. four-step process.
 - B. five-step process.
 - C. six-step process.
 - D. eight-step process.

5. The process of gathering and evaluating information, probabilities, and resources of a situation defines...

- A. the action plan.
- B. the size-up.
- C. the incident command system.
- D. the strategic goals.

ANSWERS

1. B 2. B 3. C 4. D 5. B

PASS/FAIL CRITERIA:

Candidates must achieve at least a 70% on this examination to receive a passing score leading to certification.

MASSACHUSETTS FIRE TRAINING COUNCIL

Certification Examination Application

SECTION 1 - EXAMINATION DATA

Print legibly and completely based on the instructions and enter the examination name, ex., Firefighter I/II.

Examination: _____

If you are taking this examination for the first time, check below.

☐ Full Examination

Any retake of portion(s) of this examination, check the appropriate box(s) below.

☐ Written Only

☐ Practical Only

Examination Date: _____ Location: _____

ADA accommodations required. Check box. ☐

SECTION 2 - APPLICANT DATA

Enter the following information. Name will appear on your certificate as it is printed below.

Last Name: _____ First Name: _____ Middle Initial: _____

Home Address: _____
Street or Post Office Box City State Zip

Telephone: Home (_____) _____ Work (_____) _____ Soc. Sec. # _____

This is a new address and/or phone numbers. Check box. ☐

SECTION 3 - FIRE SERVICE AFFILIATION

I am a member of one or more of the following:

☐ A municipal fire department in the Commonwealth of Massachusetts, compensated or uncompensated, active or retired.

☐ A non-municipal organization whose sole function is to provide services equivalent to a municipal fire department to a municipality in the Commonwealth of Massachusetts, compensated or uncompensated, active or retired.

☐ Full-time employees of the Massachusetts Department of Fire Services; Massachusetts Department of Environmental Management; Massachusetts Port Authority; and the University of Massachusetts, Amherst; active or retired.*

*Full-time employees of the Department of Fire Services are defined as those full-time employees in the Haz-Mat Division, the Office of the State Fire Marshal, and the Firefighting Academy. State Police personnel assigned to the Fire and Explosion Investigation Unit and the Hazardous Devices Unit are not considered full-time employees of the Department of Fire Services.

☐ Full-time, civilian (non-military) members of military fire departments on installations which are located within the Commonwealth of Massachusetts.

☐ Retired, full-time, career members of municipal fire departments in States other than the Commonwealth of Massachusetts.

Current Department or Organization Name: _____

Appointment Date: _____

I perform one or more of the following functions:

☐ Fire suppression, to include driver/operator ☐ Fire prevention ☐ Fire service training ☐ Public Fire Education

SECTION 4 - ENTRANCE CRITERIA

Enter examination prerequisite certification level, if appropriate. If using MFA Recruit Program to fulfill criteria, enter "MFA Graduate" and graduation date.

Prerequisite Level of Certification: _____ Date Granted: _____

SECTION 5 - MISCELLANEOUS

Check the appropriate box(es) below and complete the medical authorization form for any Firefighter or Hazardous Materials Technician exam and the protective clothing compliance form for any Firefighter or Hazardous Materials Technician exam.

- ☐ Medical authorization form completed and enclosed.
- ☐ Medical authorization form is on file from a previous examination.

- ☐ Protective clothing compliance form completed and enclosed.

Check the box below and submit proof of fulfilling the medical first responder requirements for certification

NOTE: This is not a requirement for acceptance into a Firefighter level examination, but will ultimately be required before certification is granted.

- ☐ Proof attached of current successful completion of a course of instruction fulfilling the First Responder Training requirements of 105 CMR 171.010 through 171.240 as established by MGL Chapter 111, section 201
- ☐ Fire Officer prerequisite form completed and enclosed (for any Fire Officer examination, if appropriate.)

Check the box below concerning forwarding of a copy of your certification, once awarded, to your Chief of Department.

- ☐ My department is paying or reimbursing me for this certification. (A copy of your certification will automatically be sent to your chief of department.)
- ☐ My department is not paying or reimbursing me for this certification, however, I would like a copy of my certification forwarded to my chief of department.
- ☐ My department is not paying or reimbursing me for this certification. Please do not send a copy of my certification to my chief of department.

SECTION 6 - APPLICANT CONFIRMATION

I, the applicant, by my signature below, attest that all of the above information is true, I am at least 18 years of age, and I possess a high school diploma or GED.

Signature: _____ Date: _____

The applicant will be notified by mail regarding their acceptance into this certification examination at the address provided in Section 2- Applicant Data.

SECTION 7 – APPLICATION FEE

The \$30.00 examination fee must be in the form of a personal check, money order, bank draft, municipal purchase order, or municipal check to the order of the **MASSACHUSETTS FIREFIGHTING ACADEMY TRUST FUND. Note: Cash cannot be accepted.**

Please indicate the form of payment enclosed.

☐ Personal Check ☐ Bank draft ☐ Money Order ☐ Municipal Check ☐ Municipal Purchase Order

Submit this application, any accompanying documentation, and the \$30.00 examination fee to:

**Certification Examination
Massachusetts Fire Training Council
P.O. Box 1025
Stow, MA 01775**

This application, accompanying documentation and examination fee **MUST** be received at the above address no later than the close of business on the deadline date as listed in the examination schedule.

Please note: There will be a \$15.00 charge for bounced checks per 801 CMR 408.

(This form is required for any Fire Officer examination, if appropriate.)

MASSACHUSETTS FIRE TRAINING COUNCIL

FIRE OFFICER CERTIFICATION PREREQUISITE FORM

To Be Completed by the Chief of Department

Type or Print Name of Applicant

is serving as a fire officer with the rank of _____

in the _____, Massachusetts Fire Department and

has been serving in this rank since _____.
Date

SPECIAL NOTE

Please refer to the examination entrance criteria in completing this document. Candidates must be permanently appointed to positions/ranks. "Acting" positions/ranks are not acceptable.

Chief of Department Signature

Date